

## Frequently Asked Questions

### 1. Where do I file my application?

There are some counties and cities that are delegated to process and issue Certificates of Sanitary Facilities for Subdivisions. The list of agencies can be found in the [delegation summary agreement document](#).

### 2. How much does the subdivision application cost?

The fees charged are set in rule in [Arizona Administrative code, Title 18, Chapter 14](#) or you can see a [summarized tabulation of fees](#).

### 3. How long will it take for Arizona Department of Environmental Quality to review my application and issue the license?

The review time will vary depending on project reviewers work load and the quality of the submittal. The department has to review an application and issue a decision within a licensing time frame to not receive a penalty. The licensing time frames are set in rule in [Arizona Administrative Code, Title 18, Chapter 1](#) or you can see a [summarized tabulation of time frames](#).

### 4. Can my application be expedited?

No. There are no procedures outlined in rule for expediting subdivision applications.

### 5. What are the standards and rule governing the review and issuance of Sanitary Facilities for Subdivisions certificates?

Arizona Department of Environmental Quality reviews Applications for Certificates of Sanitary Facilities for Subdivision applications based on [Arizona Administrative Code, Title 18, Chapter 5, Article 4](#).

### 6. When do I need to submit CC&Rs?

Conditions, Covenants & restrictions (CC&Rs) are required for condominiums or subdivisions that contain components that the new lots owners (individual or shared) will be responsible for operating and/or maintaining.

### 7. How many copies of Final Plats must I submit?

Please submit 2 copies of the final plat. All submittal component requirements are summarized on [Form 222](#).

### 8. Can I submit a Final Plat that has not been recorded?

At plat submitted for subdivision approval from ADEQ must at the very least have received tentative plat approval from the County or Municipality responsible for plat approvals

**9. I am performing a conversion of apartments to condominiums; do I still need a subdivision certificate?**

The ADRE may require the developer to obtain an ADEQ certificate for the public report. The application will be reviewed with the requirements in [Rule R18-5-410](#).

**What is the definition of a subdivision?**

The Arizona Department of Real Estate defines "subdivision" in [ARS 32-2101 Definition number 55](#). The most common trigger for the public report is the purchase of 6 or more lots within a subdivision.